
THE COUNTY OF LOS ANGELES

The County of Los Angeles is the most populous county in the United States with over 10 million residents, and within its boundaries are 88 incorporated cities. The County is governed by a five-member Board of Supervisors who is elected on a non-partisan basis and serve four-year terms. As the governing body, the Board serves as both the executive and legislative authority for the largest and most complex county government in the United States.

The County has an annual budget in excess of \$28 billion, and 36 major administrative units or departments serve the needs of the County’s population. The County employs over 100,000 full-time personnel to serve its diverse population.

TREASURER AND TAX COLLECTOR

The Treasurer and Tax Collector bills, collects, invests, borrows, safeguards, and disburses monies and properties on behalf of the County, government agencies and entities, and private individuals as specified by law. The Department provides enforcement, consulting, estate administration, and public information services.

The Treasury management program administers and manages the County Treasury; provides for the collection, custody, borrowing, investments, and disbursement of County funds, including general, trust, school, and special district funds; provides cash management services to 13 cities/agencies, 120 school districts; and administers 273 bank accounts for County departments, school districts, and special districts.

Tax collections bills and collects approximately three million accounts annually for current and delinquent real property taxes and personal (unsecured) property taxes.

The Department’s Public Administration program annually investigates approximately 2,500 estates for decedents who resided or had property in the County where no executor, legatee, or heir is

appointed to administer the estate; and administers the estates and provides trust accounting and property management services for approximately 6,000 Public Guardian conservatees.

The current departmental budget exceeds \$80 million, and includes funding for 529 positions.

THE POSITION

This unclassified position is a member of the Department’s executive management team, which, in addition to the Treasurer and Tax Collector and Chief Deputy Treasurer and Tax Collector, includes five Assistant Treasurer and Tax Collectors, a Chief Information Officer and an Administrative Deputy. All of these positions, with the exception of the Treasurer and Tax Collector and Chief Deputy Treasurer and Tax Collector, report directly to the Chief Deputy Treasurer and Tax Collector.

This position assists in the overall management of the department, with particular responsibility for directing, through subordinate managers, debt issuance for the County, and some affiliated agencies or districts; investment of the \$25 billion (approximate) County Treasury Pool; and administration of investment options for the County’s deferred income plans. This unclassified position is also the Department’s primary contact with the Big Three credit rating agencies (Fitch, Moody’s and S&P). The incumbent must exercise a thorough knowledge of public finance and investment practices and regulations, deferred income plan policies, and a general understanding of Federal and State tax laws governing tax-exempt and taxable debt issuances.

KEY RESPONSIBILITIES:

Reporting to the Chief Deputy Treasurer and Tax Collector, the incumbent has executive level management responsibility over this Branch. The incumbent also establishes and maintains effective working relationships with executive level managers and their staff in other County departments, governmental agencies, the banking industry, credit rating agencies and the public.

This Branch has 20 budgeted positions (out of total department budget of 529 positions) and the responsibilities include:

Public Finance

- Directs, through various legal entities and joint powers authorities, the issuance of bonds for the County, school districts, community college districts, and special districts;
- Oversees the development of the County’s \$600 million commercial paper program, which provides short-term funding for the design and initial construction of capital projects;
- Administers Community Facility Districts, including overseeing district formation, issuing bonds and levying special taxes;
- Administers the County’s Redevelopment Bond Refunding program, which since its inception in 2013, has refinanced \$620 million of tax allocation bonds on behalf of nine former redevelopment agencies;
- Serves as the primary point of contact with each of the Big Three credit rating agencies, and coordinates and conducts annual/ongoing meetings with each;
- Serves as the primary point of contact with letter of credit banks and bond insurers;
- Directs continuing disclosure obligations for bonds issued by the County and special districts.

Investments

- Assists in developing the Treasurer and Tax Collector investment policy, for annual adoption by the Los Angeles County Board of Supervisors, which guides the investment activity of the County Treasury Pool. Develops specific strategies to implement that policy. The Los Angeles County Treasury Pool, valued at \$25 billion (approximate) with 2,000 pool participants, is one of the largest municipal treasury pools in the nation, and is managed exclusively in-house;
- Directs the investment of surplus funds for the County, school districts, community college districts, and special districts;
- Assists in the planning and development of investment and cash management policies;

- In conjunction with the Chief Executive Office and Auditor-Controller, assists with the County’s general fund cash management and determination of cash flow projections;
- Assists in coordinating the development of cash flow financing with the Chief Executive Office and Auditor-Controller, and in directing the analysis of short-term market and municipal borrowing structures for the annual issuance of Tax and Revenue Anticipation Notes.

Deferred Income Plans

- Directs the investment functions and manages the investment managers for the County’s deferred income plans and makes recommendations on revisions to investment options and investment policy to the Plan Administrative Committees (PACs);
- Serves as an Alternate Member of the PACs for the County’s deferred income plans.

General

- Consults and makes recommendations on legislative matters related to finance and investments;
- Establishes and maintains effective working relationships with other County Departments governmental agencies, outside attorneys, bankers financial consultants, and the public;
- Responds to inquiries and prepares reports to the Board of Supervisors as necessary.

QUALIFYING EXPERIENCE & EDUCATION

A Bachelor’s or Master’s degree from an accredited college or university in business, public administration, economics, finance, accounting or related field, and five (5) years of progressively responsible management experience in at least one of the following areas: public finance, investments, and deferred income.

LICENSE: A valid California Class “C” driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

- Demonstrated success in managing key financial, public investment or related municipal governmental operations;
- Demonstrated success in evaluating alternatives related to meeting both short term and long term financing needs of a public agency through the capital markets;
- Demonstrated ability to perform management activities, including goal setting, budget management, human resources, strategic planning, and the formulation and implementation of departmental policy;
- Demonstrated ability to work effectively with public and private officials, private bankers, lawyers, financial advisors, trustees, and private citizens;
- Demonstrated ability to establish relationships with executive-level management in other departments/agencies to coordinate services and resolve operational issues;
- Excellent verbal and written communication skills.

SELECTION PROCESS

- Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position.
- Only the most qualified candidates, as determined by the screening process, will be invited to participate in the interview process.
- Successful applicants will be required to complete a thorough background investigation, including a Live Scan fingerprint search, prior to appointment. Examples of disqualifying factors are any felony convictions or misdemeanor convictions involving moral turpitude, and any job-related misdemeanor convictions.

COMPENSATION/BENEFITS

COMPENSATION: This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). This position will be compensated at MAPP Range R-14 (\$125,718 -

\$190,284 annually). The successful candidate may be appointed to any salary within the range, depending on qualifications.

BENEFITS: The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs as detailed below:

RETIREMENT PLAN: The successful candidate may choose either a contributory or non-contributory defined benefit plan.

CAFETERIA BENEFIT PLAN: The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. Note: Not applicable to County employees who are currently in the Flex Plan.

NON-ELECTIVE DAYS: 10 paid days per year with the option to buy an additional one to 20 elective annual leave days.

FLEXIBLE SPENDING ACCOUNTS: Employees may contribute up to \$200 per month tax-free to a Health Care Spending Account and \$400 per month tax-free to a Dependent Care Spending account. The county contributes \$75 per month to the Dependent Care Spending Account

SAVINGS PLAN 401(k) AND DEFERRED COMPENSATION PLAN (457): Optional tax-deferred income plans that may include a County matching contribution up to 4% of employee's compensation to each plan.

HOLIDAYS: 11 paid days per year.

TO BE CONSIDERED

Highly qualified candidates are invited to submit a statement of interest; a comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position; and current salary information. Submission should include **ALL** of the following:

- Names of schools, colleges or universities attended, dates attended, field(s) of study and

degree(s) earned. Please enclose verification of relevant degree(s), license(s) and certificate(s) together with the resume.

- Information required to determine if the candidate meets the Qualifying Experience & Education requirements and the Desirable Qualifications sections of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.
- Supplemental Questionnaire.

**SUBMISSIONS MUST BE RECEIVED BY 5:00 P.M.,
04/04/16**

Electronic submittals are strongly preferred and should be submitted to ttchr@ttc.lacounty.gov. Please indicate the position title of **Assistant Treasurer and Tax Collector** in the subject line of your e-mail.

For questions please contact:

NAVJOT KAUR
Kenneth Hahn Hall of Administration
500 W. Temple Street – Room 464
Los Angeles, CA 90012
Phone: (213) 974-2108
Fax: (213) 217-4931

This announcement may be downloaded from the County of Los Angeles website at:

<http://hr.lacounty.gov>

To access the County of Los Angeles Employment Information, please click [here](#).

VOLUNTARY STATE AND FEDERAL INFORMATION

Pursuant to State and Federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

**THE COUNTY OF LOS ANGELES IS AN
ACTIVE EQUAL OPPORTUNITY EMPLOYER**

Posted: 03/11/16

County of Los Angeles

**THE DEPARTMENT OF
TREASURER AND TAX COLLECTOR**



Invites Resumes For

Assistant Treasurer and Tax Collector,

Finance and Investments

(Unclassified)

Annual Salary: \$125,718 - \$190,284

(Range 14)

Filing Period:

03/14/16 – 04/04/16



COUNTY OF LOS ANGELES

TREASURER AND TAX COLLECTOR

Assistant Treasurer and Tax Collector, Finance Supplemental Questionnaire

This Supplemental Questionnaire will be used to determine applicants' qualifications for this position and whether they will continue in the recruitment process. Applicants are encouraged to answer all questions thoroughly and completely, and answers for each question should not exceed one page each.

Although your answers to the supplemental questions will assist in evaluating your application, your responses do not replace the detailed work experience required in your application.

1. Describe your management-level experience in any/all of the following areas: Public Finance, Investments, and Deferred Income Plans. In your answer, please include your job title, organization, dates of employment, number of staff and your management-level responsibilities over each of the functional areas.
2. Experience working with executive-level managers and their staff in governmental agencies, the banking industry, and/or credit rating agencies. Please describe your role, subject matter, and any accomplishments or achievements.
3. Experience evaluating alternatives related to meeting both short term and long term financing needs of a public agency through the capital markets. Please provide specific examples including the type, frequency, and size of the financings.
4. Experience performing management activities, including goal setting, budget management, human resources, and strategic planning. Please provide specific examples, including the size of organization, scope of the activities, impact, and accomplishments.



COUNTY OF LOS ANGELES
invites applications for the position of:

CHIEF FORENSIC LABORATORIES

SALARY: \$8,433.04 - \$12,764.10 Monthly
\$101,196.48 - \$153,169.20 Annually

OPENING DATE: 03/15/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



MEDICAL EXAMINER-CORONER

FILING START DATE
3/16/2016 8:00 AM

EXAM NUMBER
R4358A

TYPE OF RECRUITMENT
Open Competitive Job Opportunity

SPECIAL SALARY INFORMATION

This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.

BENEFIT INFORMATION

The County of Los Angeles offers an excellent benefits package which includes a Cafeteria Benefit Plan, Contributory Defined Benefit Retirement Plan, matched 401(k) Savings and Deferred Compensation & Thrift Plans, 11 paid Holidays, 10 paid leave days with an option to buy one to 20 more, and flexible work schedules.

DEFINITION

Has direct charge of the Forensic Laboratory Division of the Department of Medical Examiner- Coroner.

CLASSIFICATION STANDARDS

The one position allocable to this class reports to the Chief Medical Examiner-Coroner and is responsible for providing technical and administrative direction, through subordinate supervisors, to personnel in the Forensic Science Laboratory engaged in receiving, processing, analyzing, and interpreting of evidence. The incumbent of this position must exercise knowledge of supervisory, organizational, and administrative principles, operations, forecasting and planning, budget development and administration, and personnel and employee relations principles in order to plan, organize, and direct the operations of the division. This position also requires that the incumbent be thoroughly familiar with sections of the Government Code pertaining to the Coroner's responsibilities and those provisions of the California

Penal Code and the laws governing the rules of evidence sufficient to provide technical direction to subordinates.

ESSENTIAL JOB FUNCTIONS:

- Manages laboratory operations, including protocol development and implementation of new programs and services.
- Provides technical and administrative direction, through subordinate supervisors, to laboratory personnel engaged in receiving, processing, analyzing, and interpreting physical data.
- Directs and participates in research into new methods, procedures, and techniques of scientific medico-legal investigation.
- Coordinates activities of the Bureau with internal and external stakeholders, both public and private, such as other County departments, laboratories, the court, law enforcement agencies, and scientific associations, to ensure successful operation of the Bureau.
- Reviews and interprets analytical data and renders opinions to medical staff, law enforcement, and the courts based on laboratory findings; confers with other forensic experts concerning evidence and its interpretation; testifies in court as an expert witness regarding laboratory operations, physical evidence, forensic results, scientific analysis, and case knowledge.
- Develops the Bureau's annual budget based on current and projected program needs.
- Supervises the preparation of grant funding requests and the administration of research grants from Federal and State agencies.
- Recommends, implements and monitors departmental procedures, policies, standards, and training programs, with a focus on continuous improvement.
- Reviews and interprets test results, acts to correct any potential violations whenever deviations in Laboratory policy and procedures occur; recommends corrective action where appropriate.
- Provides short and long term planning strategies to the Chief Medical Examiner-Coroner based on Forensic standards and practices, to continually evaluate and recommend new technologies to improve the quality and efficiency of the Bureau.
- Represents the organization during laboratory accreditation inspections, and ensures that standards and requirements are met for the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLAD/LAB).
- Provides responsive, high quality customer service to representatives of internal and external agencies, members of the public and community.
- Reviews laboratory reports and findings, maintaining precise records of all examinations performed, compiles statistical data, writes scientific reports, presents and interprets analytical results; renders technical reports of findings.
- Chairs the Department's Research Committee, ensuring compliance with departmental guidelines, monitoring and documenting activities to completion.
- Acts in the absence of the Chief Deputy Director as needed.

REQUIREMENTS:

MINIMUM REQUIREMENTS

OPTION I: A Doctorate degree from an accredited college with specialization in chemistry, biochemistry, toxicology, pharmacology, criminalistics, physics or biology and two years' experience supervising personnel in a forensic sciences laboratory.

OPTION II: A Master's Degree from an accredited college with specialization in chemistry, biochemistry, toxicology, pharmacology, criminalistics, physics, or biology and four years' experience supervising personnel in a forensic sciences laboratory.

LICENSE

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS

2 - Light. Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

DESIRABLE QUALIFICATIONS

- Experience in the application of statutory requirements, rules and regulations, principles and practices, concepts, theories, and limitations of methods associated with Forensic Science.
- Experience supervising forensic science laboratory operations, including providing technical and administrative direction to laboratory personnel engaged in receiving, processing, analyzing, and interpreting physical data.
- Demonstrated experience in laboratory protocol development and in the implementation of new programs and services, policies and procedures, staff training and development.
- Ability to manage complex organizational projects.
- Experience developing short and long-term planning strategies to improve the quality and efficiency of a forensics laboratory operation.
- Experience in the analysis and interpretation of medico-legal investigation and physical evidence in scientific investigations, including experience reviewing and interpreting analytical data and rendering opinions to medical staff, law enforcement, and the courts based on laboratory findings.
- Experience testifying in court as an expert witness regarding laboratory operations, physical evidence, forensic results, scientific analysis, and case knowledge.
- Experience overseeing budgetary functions and administering research grants from Federal and State agencies.
- Experience compiling statistical data, writing scientific reports and rendering technical reports of findings and the ability to use current and modern job related office and laboratory equipment.
- Experience representing an organization during laboratory accreditation inspections by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB).

ADDITIONAL INFORMATION:

EXAMINATION CONTENT

Part I: An unproctored, online, written Work Styles Assessment test that will assess deductive reasoning, director potential, director judgment, leadership professionalism, drive for results, building relationships, self-motivation and business acumen, weighted 50%. Applicants will receive information on how to take the unproctored test along with dates and login instructions via email. It is important that candidates provide a valid email address. Please add *oarteaga@hr.lacounty.gov* to your email address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail.

Part II: An evaluation of training and experience based upon information provided on the application and supplemental questionnaire, weighted 50%.

Applicants must achieve a 70% on Part I in order to advance to Part II.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants who have taken identical written tests for other exams within the last twelve (12) months will have their written test scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores will be transferred to the new examination, and may not be allowed to retake any identical test part(s) for at least twelve (12) months.

Applicants must meet the Selection Requirements and achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

Final results will be sent by U.S. mail. Written scores cannot be given over the phone.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible register for a period of twelve (12) months from the date the list is created.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

TEST PREPARATION

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/job-search-toolkit/>.

You can also access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html. While the guides will help in preparing for the test, we advise you to review *all* related materials that you deem necessary.

VACANCY INFORMATION

The resulting eligible register will be used to fill vacancies in the Los Angeles County Department of Medical Examiner-Coroner located at 1104 North Mission Road, Los Angeles, CA 90033.

APPLICATION AND FILING INFORMATION

Applications must be filed online only. We must receive your application by 5:00 p.m., PST, on the last day of filing. Applications submitted by U.S. mail, fax, or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

In order to receive credit for a Doctorate or Master's degree, you **must** attach a legible copy of certificate, diploma or transcripts at the time of filing or within fifteen (15) calendar days from application submission. If you are unable to attach the required documents, you must either email them to oarteaga@hr.lacounty.gov or fax to (213) 380-3681. Please include exam number and exam title.

SOCIAL SECURITY NUMBER: All applicants *must* enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

Available Shift: Any

California Relay Services Phone: (800) 735-2922

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

Department Contact Name: Olga Arteaga

Department Contact Phone: (213) 351-2936

Department Contact Email: oarteaga@hr.lacounty.gov

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

2. Minimum or Selection Requirements are listed in the job posting.

a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate

complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:
http://file.lacounty.gov/dhr/CCHO_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable

COUNTY OF LOS ANGELES Employment Information

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will enroll in a contributory defined benefit pension plan if the candidate is a references. Also acceptable, if appropriate, are degrees that have been evaluated "new member" of the County's defined benefit plan (LACERA) on or after and deemed to be equivalent to degrees from United States accredited institutions January 1, 2013 (first employed by the County on or after December 1, by an academic credential evaluation agency recognized by The National 2012) – unless she or he established reciprocity with another public Association of Credential Evaluation Services or the Association of International retirement system in which she or he was a member before January 1, 2013. Credential Evaluators, Inc. (AICE). It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Position #R4358A
CHIEF FORENSIC LABORATORIES
OA

Los Angeles, CA 90010

CHIEF FORENSIC LABORATORIES Supplemental Questionnaire

- * 1. This Supplemental Questionnaire is to be completed by all applicants for the Chief Forensic Laboratories examination. This Supplemental Questionnaire requires you to document specific education, and work experience that pertain to the competencies identified as important to successful performance of the job duties of Chief Forensic Laboratories. It is your sole responsibility to complete this questionnaire completely, correctly, and accurately. Comments such as "see resume or application" will not be considered as a response. Making false statements on this form may cause you to be disqualified from this examination.

Scoring The maximum number of points that may be awarded on your Evaluation of Training & Experience is 100. You will receive points for specific work experience (i.e., pertinent work activities) that have been linked to one's ability to successfully perform the duties of a Chief Forensic Laboratories.

Required information and supporting documentation In order to receive credit, you must provide all required information and supporting documentation (e.g., diploma, official college transcripts, duty assignment and supervisor contact information, etc.) as identified in the instructions for each section. Vague, illegible, or incomplete entries will also not be awarded credit.

Employment Experience It is your responsibility to provide verifiable documentation or contact information from any agency or organization that supports the work experience you described in this questionnaire. The source of the information must be from the organization's personnel officer, his/her designee or your previous immediate supervisor for the work you describe with an active member's phone number for validation. All documentation for employment verification must be on the organization's letterhead.

I have read and understand the above instructions.

☐ Yes

- * 2. **EXPERIENCE (Questions 2-7)**

Describe your related work experience in each of the following areas. Be sure to include your job title, specific examples of duties performed, beginning and ending dates for each job held and the name of employer(s). If you do not have experience in a specific area, indicate "No Experience". Comments such as "see resume or application" will not be considered as a response.

Describe your training and experience as it relates to the application of statutory requirements, rules and regulations, principles and practices, concepts, theories, and limitations of methods associated with Forensic Science.

- * 3. Describe your experience supervising forensic science laboratory operations, including experience you may have in the following areas:
 - a. Providing technical and administrative direction to laboratory personnel engaged in receiving, processing, analyzing, and interpreting physical data. (Please include the number of personnel supervised)
 - b. Laboratory protocol development, implementation of new programs and services, policies and procedures; project management; staff development; and, short and long-term planning strategies you have developed to improve the quality and efficiency of a forensics laboratory operation.

- * 4. Describe your experience in the analysis and interpretation of medico-legal investigation and physical evidence in a scientific investigation, including:
 - a. Demonstrated experience reviewing and interpreting analytical data and rendering opinions to medical staff, law enforcement, and the courts based on laboratory findings.
 - b. Demonstrated experience you have testifying in court as an expert witness regarding laboratory operations, physical evidence, forensic results, scientific analysis, and case knowledge.

- * 5. Describe your budget and grants experience, including duties you have performed related to the administration of research grants from Federal and State agencies.

- * 6. Describe your experience compiling statistical data, writing scientific reports and rendering technical reports of findings, and your ability to use current and modern job related office and laboratory equipment, e.g. computer hardware and software applications used to produce reports, documents, and work-related research.

- * 7. Describe your experience representing an organization(s) during laboratory accreditation inspections, including any experience you may have meeting standards and requirements for the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLAD/LAB).

- * Required Question



COUNTY OF LOS ANGELES
invites applications for the position of:

CHILDREN'S SOCIAL WORKER TRAINEE

SALARY: \$3,202.28 - \$3,967.46 Monthly
\$38,427.36 - \$47,609.52 Annually

OPENING DATE: 03/14/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



Los Angeles County
**Department of
Children and Family Services**

FIRST DAY OF FILING: 03/17/16 AT 8:00 A.M. (PST) - ONLINE FILING ONLY

THIS EXAMINATION WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET AND IS SUBJECT TO CLOSURE AT ANY TIME WITHOUT PRIOR NOTICE.

EXAM NUMBER:

T9070Y

TYPE OF RECRUITMENT:

OPEN COMPETITIVE JOB OPPORTUNITY

DEFINITION:

Under close supervision, performs social casework functions including the investigation, supervision, placement and care of dependent children, children in foster homes or other child welfare cases through routine or emergency referrals.

CLASSIFICATION STANDARDS:

Positions allocable to this entry level class receive close supervision and training from higher level Children's Services staff in the performance of less difficult tasks. As trainees, the incumbents are assigned a reduced number of cases and are expected to develop progressively increasing skill in preparation for higher level positions requiring the handling of more complex and sensitive cases.

ESSENTIAL JOB FUNCTIONS:

1. Conducts a full-range of client-related and case management services, assessments, and investigations throughout the life of the referral/case by (a) collecting relevant information (e.g., observing the child's well-being and living environment; interviewing reporting parties, clients, suspected perpetrators; collateral contacts; service providers; consulting with colleagues, supervisors; conducting home inspections and assessment of prospective caregivers; monitoring visitations; researching case history files, court reports, official personal records; extrapolating data from CWS/CMS, WCMIS, LEADER, FCI, CACI, CLETS, ESCARS; and/or taking photographs of the child or living environment; etc.), (b) evaluating relevant information to determine the validity of an allegation and assess a child's and/or family's strengths and needs, (c) and determining, implementing, and monitoring the appropriate service or course of action (e.g., initiating preventative measures so that the

child remains in the home, developing with the client a plan that mitigates immediate safety threats, or removing a child from the home, etc.) and obtain approval through consultation with supervisor/administrator to complete the various actions and processes related to client services in order to secure the child's safety and ensure that the child and/or family receives the most appropriate client service that is in the child's best interest according to Federal and California State laws and regulations, departmental policies and procedures, and within the established time frames.

2. Enters data into various computerized systems that maintain client information by operating a state-wide database (i.e., CWS/CMS), reviewing client documents (e.g., personal identifications, medical/dental/psychological information, school information, birth certificates, marriage certificates, photographs, etc.) and/or computer-generated documents and forms, and following Department policy and procedures to ensure that client data are accurate and current.

3. Prepares a wide variety of documents (e.g., standardized forms and templates, legal notices and court reports, written reports, numerical log reports, memoranda, correspondence, etc.) within established response times or time intervals by using various computer systems with appropriate software programs (e.g., word processing), by operating computerized systems (e.g., CWS/CMS, SDM, SNAP, etc.), and/or by filling out standard forms (that consist of narrative, fill-in blanks, and/or checkmark boxes) in order to accomplish a variety of activities (e.g., document information; communicate pertinent information to others; notify clients and lawyers, etc.; initiate a process or course of action, such as a foster home search; etc.) in accordance with Federal and California State laws and regulations and Department policies and procedures.

4. Maintains a variety of confidential information (e.g., completed standards forms; records of communication; contact information; certificates; determinations, referrals, and requests made; agreements reached; court documents; caseload logs; photographs; or any other service-related information/documents, etc.) by organizing hardcopy data using a Departmental case management format and electronic data utilizing computerized systems (e.g., CWS/CMS) in order to document information and ensure the security of the documents in accordance with Federal and California State laws and regulations and Department policies and procedures.

5. Communicates with a variety of individuals (e.g., the client(s), law enforcement personnel, attorneys, representatives from County and outside service providers, and the public) on civil rights, legal rights and responsibilities, and other numerous issues (e.g., reasons for placement, availability of relinquishment, adoptions, court processes, non-case related general information, etc.) in accordance with Federal and California State laws and regulations and Department policies and procedures related to confidentiality by explaining information in a patient and clear manner, providing written information (e.g., instructions and pamphlets in their primary language, as necessary), defusing a hostile or high-stress situation (as appropriate), using active listening skills with the person, and/or applying motivational techniques (e.g., strength-based language) in order to promote the emotional well-being of the child; encourage clients to participate in services that promote and cultivate a safe and stable environment for the child; ensure that individuals are properly informed about any requests, processes, or actions taken; and ensure that any information provided is understood, complete, and accurate.

6. Offers client(s) various DCFS and/or community resources (e.g., Upfront Assessment, CSAT, Independent Living Program, Adoption Assistance Program, Family Preservation Program, ARS, drug testing and rehabilitation programs, Department of Mental Health immediate and ongoing assessments and referrals, etc.) throughout the life of the referral/case in order to address the client's or the family's immediate or long-term basic needs (e.g., in physical/mental health, emancipation, substance abuse, housing, food, employment, child care, transportation, and education) and monitor compliance with case plan activities by helping clients identify their needs for other services and by either providing the client pertinent information to obtain the assistance or coordinating with other County departments or agencies/community resources to arrange for service delivery (e.g., scheduling appointments for the client, referring the client for drug testing, transporting a child to a counseling session, etc.).

7. Resolves day-to-day issues and challenges presented by a variety of individuals (e.g., clients, the courts, co-workers, supervisors, administrators, public, etc.) by gathering and analyzing relevant information; coordinating activities with other public, private, and community agencies (including law enforcement, various court systems, probation, group and foster homes, medical personnel, school personnel, public health nurses, other emergency services, etc.); handling and mediating conflict among relevant parties; and communicating and interacting with the appropriate

people in order to ensure prompt and efficient delivery of client services in accordance with Federal and California State laws and regulations and Department policies and procedures.

8. Represents the Department/unit at various meetings (e.g., TDM, staff meetings; training sessions; conferences; community events; court hearings, meetings with specific groups, such as IEP, MCPC, Regional Center; etc.) by preparing for and attending the meeting in order to orally communicate information to others, educate others and oneself on various topics, address concerns raised by relevant groups, and/or advocate for the child/family during the meeting.

9. Performs various court-related activities pertaining to client services by examining case history and preparing court reports for various hearings, filing petitions, obtaining/reviewing/following court orders, requesting changes in court orders, referencing the Welfare & Institutions Code, obtaining information from County Counsel and attorneys, providing notice to appropriate parties, completing and obtaining appropriate court-related paperwork (e.g., family law orders, medical reports, toxicology reports, pictures, historical documents, progress letters and certificates of completions of court-ordered programs, etc.), obtaining authorizations for various purposes, testifying in court, etc. in order to ensure the protection of a child and the rights of the family, to initiate a process related to client services (e.g., removal orders, investigative warrants, protective custody warrants, dependency hearings, in-and-out/removal of incarcerated parents, delinquency hearings, permanency hearings, termination of parental rights, etc.), to make recommendations to the court, and to ensure that all court documents are legally sufficient in accordance with Federal and California State laws and regulations and are completed within established time frames.

10. Drives a motor vehicle to perform most of the essential job functions listed above.

REQUIREMENTS:

ONLINE FILING ONLY

SELECTION REQUIREMENTS:

OPTION I:

Bachelor's degree* from an accredited college with a major in psychology, sociology, social work, child development, or a related human services field**.

OPTION II:

Bachelor's degree* from an accredited college, and one year of paid experience in a social service agency providing protective/placement casework*** services to children or families with children.

PHYSICAL CLASS:

PHYSICAL CLASS II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

LICENSE REQUIRED: A California Class C Driver License is required. Candidates must show proof of a driver's license before appointment and will be required to obtain a copy of their driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of appointment. License must not be suspended, restricted, or revoked. Also, personal vehicle will be required at the time of appointment in order to perform the essential job functions.

AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR (4) OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO (2) YEARS WILL NOT BE APPOINTED.

SPECIAL REQUIREMENTS INFORMATION:

*To qualify, applicants **MUST** include a legible copy of the **official diploma, official transcripts or official letter** from the accredited institution registrar's office which shows the area of specialization with your online application at the time of filing, or during the examination process.

** Human services related fields are Psychology, Sociology, Child Development, Social Work, Behavioral Science, Human Development, Human Services, Child and Adolescent Development, Early Childhood Development, Clinical Psychology, Counseling, Family and Child Development, Family Studies, Marriage and Family Therapy, Marriage, Family and Child Counseling.

*** Custodial services (group supervision types) are not qualifying experience. **Protective casework services** are defined as social work services to children who are abused or neglected (as determined by the court system); or services to families (as required by the court) due to the neglect or abuse of the child, OR prior to court intervention, it is the social worker who makes the decision to remove a child from home for the child's protection. **Placement casework services** are adoptive type services.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

The examination will consist of two (2) parts:

PART I: A written test **weighted at 60%** contains both computerized and paper-and-pencil components covering Written Expression, Data Analysis & Decision Making, Reading Comprehension, Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability.

IN ACCORDANCE WITH CIVIL SERVICE RULE 7.19, THE WRITTEN TEST MATERIALS ARE STANDARDIZED AND COPYRIGHTED; AND THEREFORE, NOT SUBJECT TO REVIEW.

ONLY THOSE RECEIVING A PASSING SCORE OF 70% OR HIGHER ON THE WRITTEN TEST WILL ADVANCE TO PART II OF THE EXAMINATION PROCESS .

PART II: A structured interview **weighted 40%** will be an evaluation of Job Preparation; Interpersonal, Oral Communication and Service Skills; Analytical and Decision-Making Skills; Work Skills; Adaptability and Dependability.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the Eligible Register .

TRANSFER OF SCORES

Applicants that have taken identical test part(s) (written and/or structured interview) for other exams within the last twelve (12) months, will have their scores for the identical test part(s) automatically transferred to this examination.

The examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least twelve (12) months.

Applicants will be notified of their test results by US mail. Scores cannot be given over the telephone.

All notifications (e.g. Notices of Non-Acceptance, Notice of Results, etc.) will be mailed via United States Postal Services (USPS).

ELIGIBILITY INFORMATION: The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of (12) months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

Applications will be processed on an as-received basis and promulgated to the eligible register.

SELECTIVE CERTIFICATION:

If there is a need to make appointments for special bilingual skills, to serve the County population, a selective certification list may be instituted in accordance with Civil Service Rule 11.03. Applicants who know any language other than English may indicate on the application. Their bilingual skills will be tested before they are added to the list.

SPECIAL INFORMATION:

FINGERPRINTING CLEARANCE AND BACKGROUND INVESTIGATION: All Department of Children and Family Services employees are fingerprinted and subject to criminal background check by the State Department of Justice and Federal Bureau of Investigation. Employment/Promotion is contingent upon passing the background checks. An individual with job-related convictions as defined by the County policy (PPG 514) or the requirements of a "sensitive position" may be withheld from appointment or may be discharged.

APPOINTMENT INFORMATION

Candidates who are selected for an employment must successfully complete the pre-employment requirements, which include fingerprint clearance and background investigation, medical examination and psychological evaluation.

Appointees must be willing to work after hours, weekend shifts and holidays.

VACANCY INFORMATION:

The eligible register resulting from this examination will be used to fill vacancies in the Department of Children and Family Services.

AVAILABLE SHIFT: ANY

APPLICATION AND FILING INFORMATION:

APPLICATIONS MUST BE FILED ONLINE ONLY.

Applicants are required to submit a standard Los Angeles County Employment Application online to be considered for this examination. Paper application and/or resumes cannot be accepted in lieu of online application.

All applicants **MUST** complete the filing process **ONLINE** (via electronic submission). Applications will not be accepted by mail, fax, or in person.

We must receive your application, by 5:00 p.m. (PST) on or before the last day of filing.

All required documents must be submitted at the time of filing or during the examination process. Any missing required documents not submitted by the deadline will result in your application being rejected as incomplete.

Note: If you are unable to attach the required documents, you may e-mail them to JimenJ3@dcfs.lacounty.gov during the exam process. You may also fax the documents to (213) 738-6470. Please make sure to reference **your full name (Last, First name), examination title and number** on the subject line of your e-mail or in your fax.

Apply online by clicking on the "**APPLY**" tab for this posting. You can also track the status of your application by using this website.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the **Selection Requirements and Supplemental Questionnaire**. Provide any relevant education, training, and experience in the spaces provided, so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

SOCIAL SECURITY NUMBER: All applicants **MUST** enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e., 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have

regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their OWN user ID and password. Using a family member or a friend's user ID and password may erase a candidate's original application record.

California Relay Services Phone: (800) 735-2922
ADA Coordinator Email: jimenj3@dcfs.lacounty.gov
Teletype Phone: (800) 899-4099
Alternate Teletype Phone: (800) 897-0077

Department Contact Name: Juan Jimenez
Department Contact Phone: (213) 351-5898
Department Contact Email: jimenj3@dcfs.lacounty.gov

COUNTY OF LOS ANGELES Employment Information

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Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense (s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from

COUNTY OF LOS ANGELES Employment Information

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information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #T9070Y
CHILDREN'S SOCIAL WORKER TRAINEE
JJ

Los Angeles, CA 90010

CHILDREN'S SOCIAL WORKER TRAINEE Supplemental Questionnaire

- * 1. Do you currently hold a Bachelor's degree* from an accredited college with a major in psychology, sociology, social work, child development, or a related human services field**?
- ☐ Yes
☐ No
- * 2. Do you currently hold a bachelor's degree* from an accredited college, **AND** one year of paid experience in a social service agency providing protective/placement casework services*** services to children or families with children.
- ☐ Yes
☐ No
- * 3.

If you hold a bachelor's degree, did you provide/upload a legible copy of the official diploma, official transcripts or official letter from the accredited institution registrar's office which shows the area of specialization to your online application?

☐ Yes

☐ No

* Required Question

DEPUTY DIRECTOR, CHILDREN AND FAMILY SERVICES (UNCLASSIFIED)

- **Flexible Spending Accounts** – Employee may contribute up to \$400 per month tax-free, to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401K)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Holidays** – 11 paid days per year.

SELECTION PROCESS

- ☐ Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.
- ☐ The names of the most highly qualified candidates will be submitted to the Director of Children and Family Services for final consideration.

NOTE: An extensive background investigation will be completed on the candidate selected for this position.

FILING INSTRUCTIONS

Qualified candidates are invited to submit a statement of interest and their resume detailing education completed, positions held, current salary, and special qualifications.

Resume should include ALL of the following:

1. Names of schools, colleges or universities attended, dates attended, degrees earned and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
3. Information required to determine if candidate meets the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name), attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

Please submit the statement of interest, resume and supporting documents to:

EILEEN SHIH

Administrative Services Manager II

Department of Children and Family Services

DCFS – Headquarters

425 Shatto Place, Room 103

Los Angeles, CA 90020

Phone: (213) 351-5898

Fax: (213) 351-2476

E-mail: eshih@dcfs.lacounty.gov

SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call: (213) 738-2057 (ADA Coordinator – Voice); (800) 899-4099 (TTY); (800) 897-0077 (TTY); (800) 735-2922 (CRS).

Any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

EMPLOYMENT ELIGIBILITY INFORMATION

Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

SOCIAL SECURITY ACT OF 2004

Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA - 1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

This announcement may be downloaded from the
COUNTY OF LOS ANGELES website at:

<http://dhr.lacounty.info>



The County of Los Angeles is an
Active Equal Opportunity Employer

THE COUNTY OF LOS ANGELES INVITES RESUMES FOR

DEPUTY DIRECTOR, CHILDREN AND FAMILY SERVICES (UNCLASSIFIED)

Annual Salary: \$125,717.52 - \$158,000.76

MAPP Range R14



Department of Children
and Family Services

Filing Period:

March 11, 2016 - Until the Position is Filled



To enrich lives through effective & caring service.



DEPUTY DIRECTOR, CHILDREN AND FAMILY SERVICES (UNCLASSIFIED)



THE COUNTY OF LOS ANGELES

With a population of over ten million people, the County of Los Angeles has more residents than any county in the nation, and within its boundaries are 88 cities.

As one of the largest employers in Southern California, over 100,000 employees in more than 35 departments provide vital and wide-ranging public services. Selected by Forbes Magazine as one of America's Best Employers of 2015, the County's annual budget for fiscal year 2015-16 is \$26.9 billion.

THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES

Established in 1984, the Los Angeles County Department of Children and Family Services (DCFS) is the public agency charged with ensuring that children grow up safe, physically and emotionally healthy, educated and in permanent homes. DCFS works to ensure that all children have a connection to family, friends, schools and neighborhoods and provides services to children and their families when they are at-risk due to actual or potential child abuse, abandonment, neglect or exploitation. With an annual budget of more than \$2 billion and diverse staff of approximately 8,000 employees, DCFS serves children and families through 18 offices located throughout Los Angeles County including Los Angeles, Lancaster, San Gabriel Valley, San Fernando Valley and the South Bay area.

POSITION OVERVIEW

The Deputy Director is appointed by the Director of Children and Family Services. The incumbent to this position will have immediate responsibility for managing all aspects of an assigned bureau including the bureau's Service Planning Areas (SPAs) and established programs and services, as well as responsibility for select key initiatives. The ideal candidate must exercise a comprehensive knowledge of child welfare programs, the laws, policies, and regulations governing departmental operations, possess skill in managing a large professional human services staff, and the ability to work effectively with various officials and members of the public.

EXAMPLE OF DUTIES

The Deputy Director, Children and Family Services (UC) position performs duties that include, but are not limited to the following:

- ☐ Independently plans, assigns, directs, and evaluates the work of an assigned service or support bureau with immediate responsibility for control of the bureau's budget, implementation of policy and procedures, evaluation of staff and programs, and accomplishment of bureau objectives.
- ☐ Assists the Director, Chief Deputy and/or Senior Deputy Director in developing and implementing objectives, goals, policies and procedures for the Department, including those concerning affirmative action and community relations.
- ☐ Directs the preparation of position papers and reports for the Director including reports to local, State, and federal agencies, committees, and commissions.
- ☐ Assesses bureau operations and ensures compliance with professional and legal standards.
- ☐ Promotes public relations for the Department by directing programs to gain community support.
- ☐ Represents the Department at public meetings and hearings, interprets programs and policies to the media, and serves as liaison with other jurisdictions.
- ☐ Participates with executive staff in budgetary, organizational, legislative, employee relations, and other administrative functions of the Department.
- ☐ Coordinates the Bureau's programs and services with those of other bureaus of the Department, other departments, and other jurisdictions.
- ☐ Assists in establishing departmental budget priorities and monitoring and controlling expenditures and inventory to ensure efficient and effective operations.
- ☐ Provides administrative and technical direction to subordinate managers and supervisors regarding day-to-day operations, including personnel matters, development of performance indicators, evaluation of staff performance involving casework, custody and/or rehabilitation issues and/or coordination; and provides feedback to staff and asserts corrective actions.



DEPUTY DIRECTOR, CHILDREN AND FAMILY SERVICES (UNCLASSIFIED)

MINIMUM REQUIREMENTS

OPTION I: A Bachelor's degree from an accredited college in social work or a closely related social science field -AND- a Master's or Juris Doctorate (JD) Degree in public administration, business administration, social work, or a closely related social science from an accredited college or university -AND- 7 years of experience in professional social work preferably in the field of child welfare. At least 3 years of this experience must have been in a highly responsible* administrative or management capacity formulating policy and assisting and evaluating work through subordinate managers for a large health or social services agency.

OPTION II: A Bachelor's degree from an accredited college in Social Work or a closely related social science field -AND- 7 years of experience in professional social work preferably in the field of child welfare, 5 years of which must have been in a highly-responsible* administrative or management capacity formulating policy and assigning and evaluating work through subordinate managers for a large health or social services agency.

*Highly responsible administrative or management experience must include responsibility for managing, through subordinate managers, the development, implementation, and administration of children and family services programs and related initiatives.

License: A valid California Class C driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

- ☐ Thorough knowledge and demonstrated experience in various social service delivery programs and related Federal and State laws and regulations.
- ☐ Thorough knowledge and demonstrated experience in providing administrative services in an urban social service agency with complex Federal and State funding streams.
- ☐ Thorough knowledge and demonstrated experience in management and organizations principles necessary to analyze, evaluate, coordinate and oversee a variety of programs.
- ☐ Thorough knowledge and demonstrated experience in managing subordinates in strategic planning, business plan development, performance-based management including development and tracking outcomes, as well as budget and financial planning techniques.
- ☐ Demonstrated experience supervising major offices, divisions or units of service comprised of a large number of staff.
- ☐ Excellent analytical skills, including the ability to think strategically and creatively on complex operational issues.

- ☐ Understanding of business processes and the ability to increase efficiency and effectiveness.
- ☐ Strong ability to use data to manage work.
- ☐ Demonstrated knowledge and experience with Title IV-E Funding and Core Practice Model Technique.
- ☐ Demonstrated experience working with public officials, other public agencies, legislative bodies, and community groups.
- ☐ Demonstrated ability to function effectively as a team member with other management staff, and provide excellent leadership to subordinate staff.
- ☐ Excellent oral, written and interpersonal communication skills.

COMPENSATION & BENEFITS

ANNUAL SALARY: \$125,717.52 - \$158,000.76

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). The salary range for this position is MAPP Range R14. The successful candidate may be appointed to any salary within the range, depending on qualifications.

BENEFITS – The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs.

► **Retirement Plan** – The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees **DO NOT** pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

► **Cafeteria Benefit Plan** – The MegaFlex Benefits Plan is a cafeteria plan which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurances. (NOTE: Not applicable to County employees who are currently in Flex) Group variable universal life insurance is also available including a County matching contribution of 50% of the cost.

► **Non-Elective Days** – 10 days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.

Chief Executive Office

CAREER TRANSFER OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF LOS ANGELES COUNTY

INTERMEDIATE TYPIST CLERK

(Immediate opening in the Service Integration Branch/Office of Child Care)

The Chief Executive Office Service Integration Branch is seeking a highly skilled, self-motivated individual with strong interpersonal and telephone skills for the position of Intermediate Typist Clerk in the Office of Child Care (OCC). This is an opportunity to join a team that is collaborative, hard-working, and focused on providing high quality services.

Duties and Responsibilities:

- Answer and screen telephone calls;
- Respond to general program inquiries;
- Photocopy; fax, file and data entry;
- Maintain and update logs; and bar-coding.

Desirable Experience:

- Dependable and demonstrate an excellent pattern of performing general and specialized clerical work.
- Must have a good attendance record;
- Strong interpersonal skills with ability to work effectively with all levels of staff and public;
- Competency in Microsoft Office including, Outlook, Word, and Excel;
- Strong organizational skills to multi-task effectively;
- Ability to work independently and manage multiple assignments; and
- Demonstrated ability to work within timeframes and meet deadlines

*Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only*

Position Requirements:

Candidates must currently hold the payroll title of Intermediate Typist Clerk or similar classification with the same level and breadth of experience, scope of responsibility and salary schedule.

Who to Contact:

Interested individuals should submit a cover letter and résumé detailing relevant experience and education, attendance records from the last two years and copies of the last two performance evaluations. Résumés and supporting documents should be received no later than **March 29, 2016** and sent to:

Chief Executive Office
Human Resources Section
Attention Rowena Hernandez
500 West Temple Street, Room 785
Los Angeles, CA 90012
Rhernandez2@ceo.lacounty.gov

Résumés will be reviewed and **only** candidates with the most qualified experience will be contacted for an interview.

THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION



COUNTY OF LOS ANGELES
invites applications for the position of:

INFORMATION TECHNOLOGY MANAGER I

SALARY:	\$8,433.04 - \$12,764.10 Monthly \$101,196.48 - \$153,169.20 Annually
OPENING DATE:	03/10/16
CLOSING DATE:	04/04/16 05:00 PM
POSITION/PROGRAM INFORMATION:	

DEPARTMENT OF REGIONAL PLANNING



TRANSFER OPPORTUNITY

*Restricted to permanent employees of the County of Los Angeles
who have successfully completed their initial probationary period.*

INFORMATION TECHNOLOGY MANAGER I

Information and Fiscal Services Division
(MAPP Range S11)

The Department of Regional Planning Information and Fiscal Services Division is seeking a highly-capable, motivated, and professional individual to manage the Department's Systems Analysis (IT) Section including custom application development, systems interfaces, and systems implementation. This position reports directly to the Administrative Deputy and is responsible for managing a team of seven (7) professional IT staff. The vacancy is located at 320 W. Temple Street, Los Angeles, CA 90012.

ESSENTIAL JOB FUNCTIONS:

DESIRABLE QUALIFICATIONS:

- A Bachelor's degree or higher from an accredited college or university in the field of Computer Science, Information Systems, or Information Technology.
- Experience in leading and managing a team of IT professionals responsible for providing hardware, software, and other technology support functions.
- Experience in developing and maintaining web applications.
- Experience in coordinating information systems activities with other divisions/sections or County Departments to maximize the use of existing hardware and software and leverage the design of new systems.

REQUIREMENTS:

ACCEPTING RESUMES FROM:

Only permanent County Employees of Los Angeles County who meet one of the following requirements may apply:

1. Currently holding the payroll title of Information Technology Manager I.
2. Those who are on a current Information Technology Manager I certification list.
3. One year of experience at the level of Los Angeles County class of Information Technology Supervisor, Principal Information Systems Analyst, Principal Application Developer, Principal Operating Systems Analyst, Principal Network Systems Administrator, or equivalent.

Qualified candidates are invited to submit a cover letter and resume detailing their education, positions held, experience, current salary, and special qualifications along with copies of their last two (2) performance evaluations, and a copy of their attendance records for the last (2) years by **Monday, April 4, 2016**. Only the most qualified individuals will be invited to participate in the interview and final selection process.

PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:

Lana Faye Salle, Exam Analyst
Human Resources Section
320 W. Temple Street, Room 1361
Los Angeles, CA 90012
Telephone: (213) 974-6588
E-Fax: (213) 613-4901
Email: LSalle@planning.lacounty.gov

**THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION.
PLEASE DO NOT APPLY ONLINE.**

ADDITIONAL INFORMATION:

BACKGROUND CHECK:

Candidates appointed to Department of Regional Planning positions are fingerprinted and are subject to a criminal background check by the State Department of Justice and Federal Bureau of Investigation. Job-related convictions as defined by County Policy may result in discharge or disqualification from employment with Department of Regional Planning.

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion,

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

COUNTY OF LOS ANGELES
Employment Information

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sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act

(Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at:

COUNTY OF LOS ANGELES
Employment Information

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System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

<http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #52565A
INFORMATION TECHNOLOGY MANAGER I
LS

Los Angeles, CA 90010

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
COUNTYWIDE RESOURCE MANAGEMENT**

TRANSFER OPPORTUNITY

PSYCHIATRIC SOCIAL WORKER II/MENTAL HEALTH CLINICIAN II

Countywide Resource Management (CRM) – Community Reintegration Program (CRP), which provides mental health screening/triage and linkage for low level offenders with mental illness who are being released to Los Angeles County from the California Department of Corrections and Rehabilitation (CDCR) is recruiting a Psychiatric Social Worker II to triage and link clients to various levels of care. With the recent passage of the 2011 Public Safety Realignment Legislation, Assembly Bill (AB)109, a significant number of inmates will no longer be released to traditional State Parole. Effective October 1, 2011, certain non-violent, non-serious offenders have been released to Post Release Community Supervision (PRCS) upon completion of their prison term. It is estimated that approximately 30 percent of those released to PRCS suffer from mental illness. The CRM-CRP provides mental health screening/triage and linkage to community-based mental health services for these clients. Primary duties and responsibilities of this position include:

- Review of clinical packets provided by the State or jail; triage, consult and make referrals for mental health treatment upon release, and collaborate with the Probation Department on release planning for inmates identified for release from prison as part of AB 109.
- Consult with community mental health agencies and directly operated program staff dealing with the target population regarding community alternatives available to inmates on reentry.
- Provide linkage for inmates being released from jail to various levels of care.
- Identify system barriers to the successful reintegration of inmates into communities and work with the Supervising Psychiatric Social worker and community partners to resolve barriers.
- Provide coverage for clinicians at one of five hubs as needed.
- Provide other duties as assigned by management.

DESIRABLE QUALIFICATIONS:

- Knowledge and experience in providing services to adult clients with forensic or criminal justice histories *preferred*.
- Excellent clinical, assessment and communication skills.
- Skill in tracking, multi-tasking, and prioritizing under pressure.
- Ability to be creative, problem solve, delegate and motivate.
- Experience working with a multidisciplinary team.
- Experience with electronic (IBHIS) chart record
- Adaptable and flexible.

Interested individuals either holding a current title of Psychiatric Social Worker II or Mental Health Clinician II are encouraged to email their resume, last two (2) Performance Evaluations, and last two (2) years of master time records by **March 25, 2016** to:

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Mental Health Clinical Supervisor
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